

School Library Media Policies

Davis School District

June 2011

Philosophy

The school library media centers of the Davis School District exist to provide informational resources for teachers and students, assist students in developing literacy and research skills, and provide recreational reading opportunities. The library media teachers/specialists implement the library media program; coordinate interaction among administrators, teachers, and students relating to information and media; and assist teachers with resources to augment their school curriculum. As a result of a successful library media program, the library media center becomes the school's center for information.

Secondary school library media centers subscribe to evaluation standards set by the Northwest Accreditation Commission. All school library media centers aspire to higher quantitative standards set forth in the *Utah State Standards for School Library Media Centers*, published by the Utah State Office of Education, and *Standards for the 21st-Century Learner*, published by the American Association of School Librarians.

The Davis School District supports current copyright laws and guidelines as well as the following statements from the American Library Association.

Library Bill of Rights

The Freedom to Read

Libraries: An American Value

Access to Resources and Services in the School Library Media Program

Access to Digital Information, Services, and Networks

Confidentiality of Library Records

Library Staff

Secondary school library media centers are staffed by at least one professional library media teacher, who has a teaching certificate with library media certification. Elementary school library media centers are staffed by at least one para-professional library media specialist. In addition secondary school library media centers may have clerical assistant and/or student assistants. The library media teachers/specialists are responsible for the selection, acquisition and circulation of all library materials. The clerical assistant and/or student assistants supervise the library media center in the absence of the library media teacher/specialist, and assist with tasks as instructed by that teacher/specialist.

Secondary library media teachers are paid for five extra days above regular contract time as negotiated in the secondary policy contract. Elementary library media specialists are paid for

three extra days above regular contract time. These extra days may be scheduled at the discretion of the library media teacher/specialist within the same fiscal year (July 1-June30).

District Organization

An administrator, District Library Media Supervisor, is responsible at the district level to represent all library media teachers/specialists and to advise on district policies and procedures. The district supervisor is a member of the library media steering committee, and chairs the district library media committee, which is responsible to respond to reconsideration cases appealed from school library media committees.

In addition, the Secondary Library Media Teachers Association (SLMTA) and the Davis Elementary Library Media Association (DELMA) are local organizations of library media personnel, established to help the district supervisor with library media issues, curriculum, and professional development.

Library Media Steering Committee

The library media steering committee exists to promote library media programs, provide professional development, recommend policies and procedures, and address library issues. The committee consists of the district library media supervisor, and representatives from elementary media specialists and secondary library media teachers as outlined by steering committee bylaws.

Library Media Committee

The district library media committee exists to promote library media programs and assist in reconsideration procedures. The committee consists of an odd number of voting members, not less than five, and may include a superintendent, school board member, parent representative, curriculum development director, and student representative. The district Library Media Supervisor chairs the committee.

The school library media committee promotes library programs, upholds and approves policies, and assists in reconsideration procedures at the school level. The committee consists of an odd number of voting members, not less than five, and may include an administrator, department chair, teacher, parent representative, and student representative. The school library media teacher or library media specialist chairs the committee.

Library Technology Committee

The library technology committee exists to maintain the Follett Destiny shared library catalog. They keep current on updates to Follett, provide a yearly professional development to set up library programs for the coming year, and train new library media personnel on the Destiny system. The committee also maintains the library catalog. The committee consists of a district informational technology specialist, three secondary library media teachers, and three elementary media specialists.

Facility

Every school in the Davis School District has an adequate library media center which is the information center of the school. The facility provides for large group study and instruction as well as individual study areas, an area for processing and repairing library materials, storage space for all print/non-print media and equipment, and office space for the library media teacher/specialist and staff.

Accountability for use of library media materials

The entire school community is accountable for the use of library media materials and equipment. Although it is evident that all materials and equipment are consumable over an extended period of time, it is the individual responsibility of each patron to use the necessary care required to avoid loss or damage to all forms of media. If damage or loss of materials occurs patrons are required to pay replacement or repair costs. Teachers are responsible for selection and utilization of all media and equipment in their individual classrooms; therefore, careful discrimination must be used to adhere to district and school library media policies and to observe copyright laws.

Evaluation of library media teachers and library media specialists

Secondary library media teachers are evaluated according to district procedures for classroom teachers modified for their specific job descriptions, and based on the yearly goals agreed upon by the library media teacher and the school administrator responsible for evaluation (See Educator Assessment System Manual). Elementary library media specialists are evaluated according to the Davis School District Classified Performance Assessment System.

Standards/Goals

Library media teachers/specialists set the following goals to reach qualitative and quantitative standards which will enhance performance and meet the needs of library patrons:

- To provide equal access to the library media center for all members of the school community
- To maintain a specialized staff capable of providing guidance for individual information needs
- To continue best practices through attendance at required trainings to remain current with library media trends and resources.
- To provide a congenial and appropriate environment which will encourage and stimulate the expanding use of the library media center

- To abide by district policies for computer and video usage
- To maintain and abide by a written school library media policy
- To maintain a properly catalogued and organized collection
- To offer a variety of materials in formats to enhance curriculum instruction and to provide accurate, authoritative and balanced informational views
- To provide for recreational reading
- To provide evaluation, selection, ordering, processing and maintenance services for the acquisition and use of materials and equipment
- To provide instruction in the use of library media materials in print, visual and electronic formats
- To help students and teachers become information literate as outlined in *Information Power: Building Partnerships for Learning*, AASL/AECT, 1998.
- To empower students and teachers with life-long learning skills as outlined in *Standards for the 21st-Century Learner*, AASL, 2007.
- To implement the Core Curriculum for Library Media as outlined by the Utah State Board of Education.
- To provide information and access to resources available beyond the library media center's collection

School Policies

Each school library media center maintains current policies governing the circulation of materials, the selection/acquisition of materials, scheduling of the library media center, inventory procedures, computer use, and weeding. In addition, each school is required to adhere to district computer usage and video policies.

Selection/Acquisition of Materials

As the governing body of the school district, the Board of Education delegates authority for the selection of library resources and materials to library media professionals. The secondary library media teacher or elementary library media specialist in each school is, therefore, responsible for the selection and acquisition of all materials for the library media center. Requests and suggestions from school faculty, administrators or the library media committee are considered valuable and viable choices for purchase. Materials selected for the library media

center support the curriculum and offer a variety of materials in different formats. Materials will be selected for their accuracy, timeliness, authoritative and balanced views, and to meet the recreational reading needs of the school community.

Materials donated to school library media centers are appreciated and dealt with in a professional manner at the discretion of the library media teacher/specialist.

Reconsideration of Materials

All complaints regarding collection holdings must be submitted in writing on forms available from the library media teacher at individual schools or from the district library media supervisor (See Appendix: B). No action or recognition of the complaint will be considered until a completed form is submitted to the library media teacher/specialist. This form must be submitted no later than 3 weeks before the close of the school year.

School Library Media Committee Procedures:

- Upon receipt of the completed Request for Reconsideration of Materials form, the library media teacher will call a meeting of the school library media committee to introduce the complaint.
- If twenty-five or more complaints about the same item are received from different individuals, the matter is automatically referred to the district library media committee.
- The school library media committee members will be assigned to read, view or listen to the material in its entirety, and the library media teacher will provide public written reviews of the material being reconsidered from magazines or other review sources.
- The school library media committee will meet after reading, viewing or listening to the material, at which time the complainant has the option to meet with the committee to present his/her views. The committee will then dismiss the complainant and hear the views of other committee members.
- A decision is made by a majority vote. The committee will decide whether to retain the material in the library media center, move the material to an appropriate library media center, restrict or discard the material, or sanction another appropriate action.
- The complainant will be notified of the school committee's decision in writing within three-weeks after formal submission of the complaint.
- If the complainant is not satisfied with the decision of the school committee, the matter will be referred to the district library media committee. The same materials may not come before the school library media committee for reconsideration for at least three years.
- The material in question will remain in use during the reconsideration process. No item is to be removed from school use without the recommendation of the school library media committee.

District Library Media Committee Procedures:

- Upon receipt of the completed Request for Reconsideration of Materials form, the library media supervisor will call a meeting of the district library media committee to introduce the complaint or complaints.
- The district library media committee members will be assigned to read, view or listen to the material in its entirety, and the library media supervisor will provide public written reviews of the material being reconsidered from magazines or other, review sources.
- The district library media committee will meet after reading, viewing or listening to the material, at which time the complainant has the option to meet with the committee to present his/her views. The committee will then dismiss the complainant and hear the views of other committee members.
- A decision is made by a majority vote. The committee will decide whether to retain the material in the library media center, move the material to an appropriate library media center, restrict or discard the material, or sanction another appropriate action.
- The same materials may not come before the district library media committee for reconsideration for at least three years.
- The complainant and all school library media teachers/specialists will be notified of the district committee's decision in writing within three-weeks after formal submission of the complaint.
- The material in question will remain in use during the reconsideration process. No item is to be removed from school use without the recommendation of the district library media committee.

Inventory

- All school library media centers are responsible to maintain a regular inventory of materials and equipment.
- An ongoing inventory process identifies lost, stolen or damaged items and allows for an organized collection development process.
- A formal inventory may be conducted at the end or beginning of the school year to assess the collection and help with selection/acquisition of materials.

Weeding

Weeding is the activity of examining and evaluating library materials for possible removal from the collection. It is the responsibility of the individual secondary library media teacher or elementary library media specialist to maintain an attractive, up-to-date, and accurate collection by regularly implementing a weeding policy. District policies for disposition of weeded materials include the following guidelines:

- Materials may be removed from the collection for being outdated, inaccurate, damaged or no longer part of the curriculum.
- Remove the barcode, spine label and card pocket from materials being removed from the collection.
- Stamp "No longer property of Davis School District" or "Withdrawn" inside the front and back of the book or on the front of AV materials.
- Books may be sold at a used book sale, given to a recycling vendor or other organization, or disposed of through the school trash pick-up system.
- Videos, filmstrips or other materials may be given to another organization or disposed of through the school trash pick-up system.
- A Physical Asset Action Form must be filled out for discarded equipment which will then be shipped to the District warehouse.

Computer Use

Computers in school library media centers must be able to run current upgraded circulation and cataloging software, electronic databases, and access the Internet. Because of their involvement with accessing electronic information, it is highly recommended that school library media teachers/specialists be part of the school's technology committee.

School library media centers adhere to the Davis School District Computer Use Policies. In addition, individual schools may implement policies to meet their needs for computer usage. School library computer policies may include specific items and procedures for student use of computers within the library media center.

District Video Policy

All district personnel, including library media teachers/specialists, adhere to the Davis School District Movies and Videos policy as adopted February 4, 1997 and as updated periodically by the district. The library media teacher/specialist in each school is a member of the school-level review process to evaluate videos that will be shown within the school.

Copyright Law

All district personnel are subject to the Copyright Law (Title 17, United States Code), and understand the need for educators to utilize available media in an electronic age within the parameters set by the "Fair Use Act" (Section 107, PL 94-533). In addition, district personnel adhere to the Davis School District copyright guidelines, which are updated periodically by Davis district administrators. Secondary library media teachers and elementary library media specialists are responsible to keep the faculty and staff in their school informed of current copyright laws and procedures.